

# ***CalWORKs and FOOD STAMP DATA SYSTEMS DESIGN TASKFORCE***

## ***Systems Maintenance Unit (SMU)***

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**TRANSMITTAL NUMBER:** 01-00 (CW)

**January 24, 2000**

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**TO:** All Performance Measurement County and Field Operations  
Bureau Staff

**SUBJECT/PURPOSE:** Guidelines for Dropping CalWORKs cases

**RELATED REFERENCE:** Incorporates all prior CalWORKs drop criteria references

**SUPERSEDES:** None, condenses all prior references into one transmittal

**EFFECTIVE DATE:** October 1999 Sample Month

### **BACKGROUND:**

The creation of a new Separate State Program (SSP) Maintenance of Effort (MOE) program for two parent families effective with the October 1999 sample month required the creation of new sampling universes. These universes were created by splitting the active and closed case universe on MEDS into two separate universes: a Federal program universe and an SSP universe. Because of MEDS data errors, cases may have been erroneously included in the universe for one program when they should have been included in the universe for the other program. This transmittal provides guidelines for dropping cases when they appear in the wrong sample universe.

In addition, this transmittal provides guidelines for the dropping of active and closed case sample cases due to other reasons. The guidelines for these types of cases have already been included in various transmittals and memos published in 1997 and 1998, but are now consolidated into a single source. The CalWORKs sample cases covered by this transmittal are the Federal active primary and secondary cases, the Federal closed cases, SSP MOE active primary and secondary cases, and SSP MOE closed cases.

### **PROGRAM GUIDELINES**

SSP MOE is for families that meet the definition of two-parent families for work participation purposes. A two-parent family is an assistance unit (AU) that includes two aided, nondisabled, natural or adoptive parents of the same aided or SSI/SSP minor child living in the home, unless both parents are aided minors and neither is the head-of-household. Two-parent status is not affected by the sanction of either or both parents for failure to comply with CalWORKs requirements. The disability status of a parent is based on the definition of incapacity in the Manual of Policies and Procedures (MPP) Section 41-430 (impairment that substantially reduces the parent's ability to support or care for the child for a period of at least 30 days – see reference for full description). If the analyst discovers during the data collection procedure that the SSP MOE case does not meet this definition of a two parent case, drop as Not Subject to Data Collection (NSDC). This applies to cases with review numbers beginning with C (primary sample) and D (secondary sample).

The Federal sample universe consists of all other cases not described in the two-parent definition provided above. If in the course of data collection, the analyst discovers that the Federal case meets the definition of a two-parent case, drop as NSDC. This applies to cases with review numbers beginning with A (primary) and B (secondary).

## GRANT GUIDELINES

If either the Federal or the SSP CalWORKs family did not receive a cash grant in the sample month (or at least authorized for the sample month by the day in which the data reporting is initiated by the analyst for the case), drop as NSDC. Per MPP Section 44-315.9, an AU is considered to have received cash aid payments even when 1) the payment is not sent due to penalty which reduced the payment to zero, 2) the grant amount is reduced to zero because the computed grant would be \$10 or less, 3) the grant is reduced to zero to adjust for a prior overpayment, or 4) the grant is based on On-The-Job Training is diverted to the employer as a wage subsidy to offset the participant's wages.

The sample month for closed cases (Federal or SSP) must be the first month in which the CalWORKs family did not receive a cash grant. If the CalWORKs family received a cash grant in the sample month, or if the sample month is not the first month of nonassistance, then drop the case as NSDC.

## SECONDARY CASE GUIDELINES

For a secondary sample case to represent the secondary universe there must be a new application or reapplication for CalWORKs for the sample month or for the prior month and there must be a full or partial CalWORKs cash grant issued for the sample month. A cash grant will be considered issued for the sample month if it has been at least authorized by the day in which data reporting is initiated by the analyst for the case.

## INSTRUCTIONS:

Beginning with the 10/99 sample, use these guidelines for dropping both Federal and SSP cases.

## INQUIRIES:

CalWORKs and Food Stamp Data Systems Design Taskforce,  
Systems Maintenance Unit.

*Original signed by Joeana Carpenter*

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**JOEANA CARPENTER, Acting Chief**  
**CalWORKs and Food Stamp Data Systems Design Taskforce**